



Table Editor Module

February, 2011



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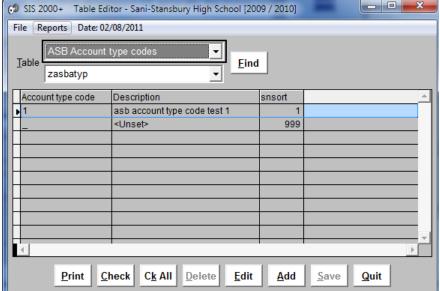
This tutorial will teach you about the Table Editor.

- What it's for.
- How to navigate in it.
- How to make changes.

Accessing the Table Editor

To access the Table Editor, log in to FoxPro.

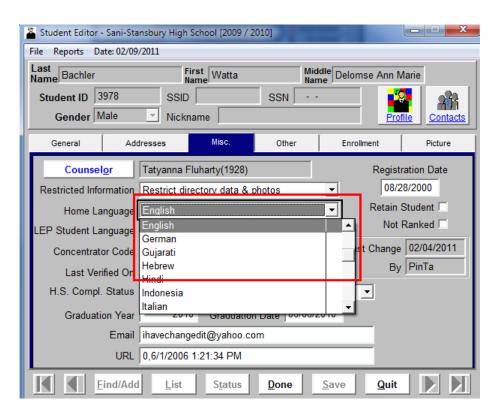




Only the System Administrator should have access to the Table Editor. Be careful granting access.

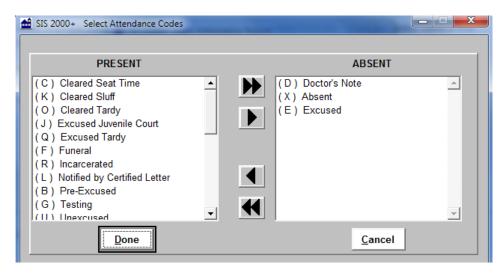
Generally, when you see a drop-down box in SIS, the choices come from a table, which can be viewed in the Table Editor.





In the example shown above, the Home Language codes come from the "Language Codes" table in the Table Editor.

Sometimes, in addition to populating drop-down boxes, tables in the Table Editor may populate the selection lists on selection screens. An example of this is the Attendance codes that you select when running the Attendance report "UT Daily Attendance" report.



These codes come from the "Attendance Codes" table in the Table Editor.



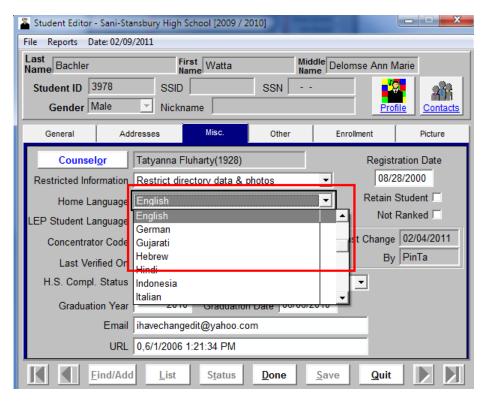
Reasons to Use the Table Editor

Why would you ever need to look at the codes in the Table Editor?

- Add an option to a drop-down list
 - o You might not see an option in a drop-down box and will need to add it.
- Customize by hiding dropdown options
 - You might want to hide certain options in the drop-down lists to cut down on clerical errors.
- Allow or disallow users to utilize certain codes
 - You might need to check the table editor to see if certain codes are available for users to use.

Add an option to a drop-down list

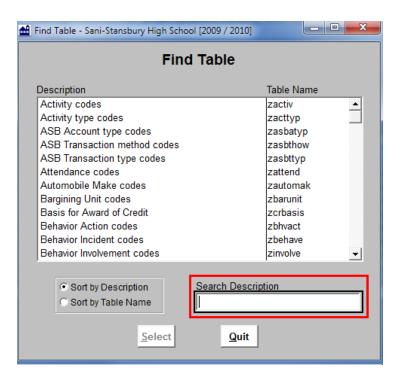
Let's look at an example of when you would need to add an option to the drop-down list. In our example, a student registers for school and French is the Home Language.



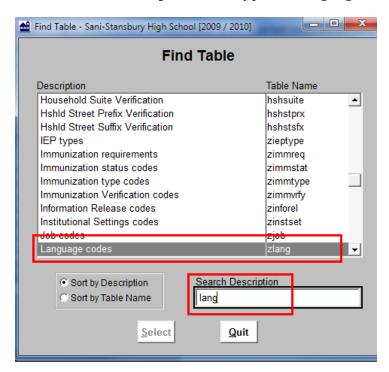
On the Student Editor screen, on the Miscellaneous tab, you click on the Home Language drop-down and "French" is not an option.

Go to the Table Editor and press **Find**.



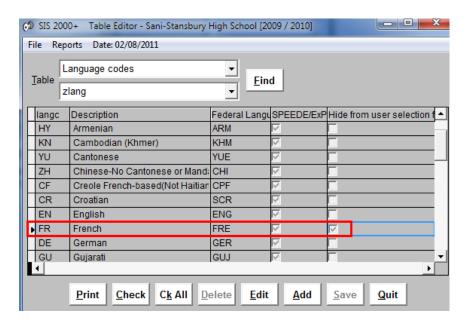


In the **Search Description** field, type in "Language".



When a result appears, double-click on it to view that table.

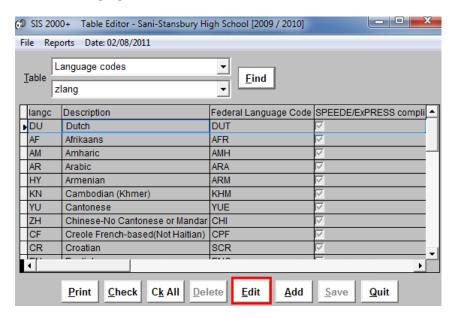




As you may notice, "French" does appear in the table, but does not appear in the drop-down list. This is because it has been marked to be "hidden" from view. To more easily see all the checkboxes, click on the "maximize" button in the top right of the screen.

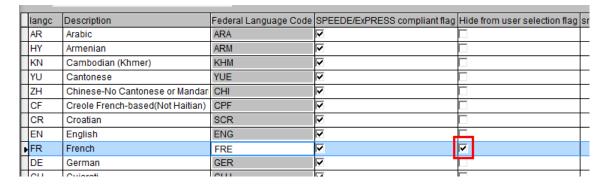
Normally, when you first display a table in the table editor, the "Hide from user selection flag" checkbox is not visible. You would need to maximize the screen, scroll to the right, or change the width of the columns (as was done in the example above).

To make a change to a table, for example to remove the checkmark in the "Hide from user selection flag", press Edit while on the table.





Next, scroll down until you see the language code you want to edit, or expand the screen to make more of the screen visible.



Uncheck the checkbox for "French" in the "Hide from user selection flag" column.

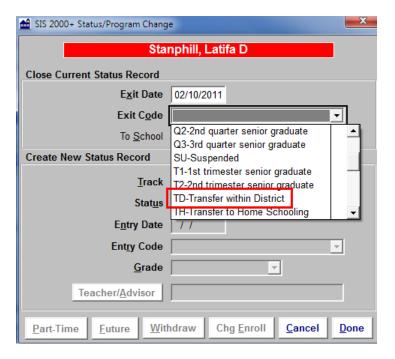
Press **Save**.

Customize by Hiding Drop-down options

While you are in the Language Codes table, you might want to review the other codes that are present and place checkmarks in the "Hide from user selection flag" checkbox for some of the languages that you believe you won't need. If you later need them, you can always change them from "hidden" back to "visible" by removing the checkmark.

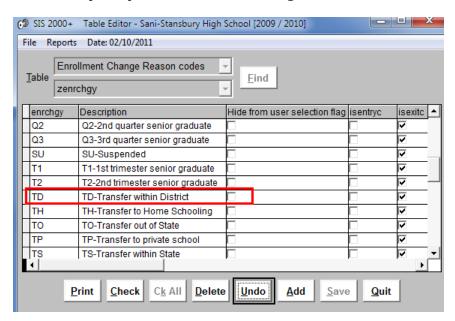
Allow or Disallow Users to Utilize Certain Codes

Sometimes it is useful to hide certain options on drop-down lists to cut down on clerical errors. For example, when withdrawing a student, you select an exit code.



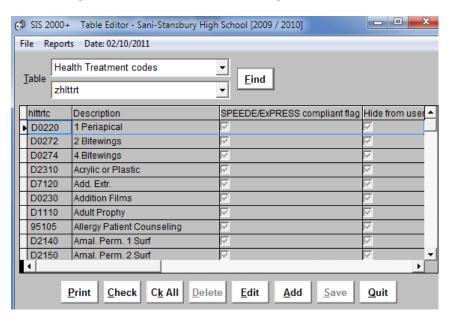


Charters are not allowed to use the exit code "TD" which is for Transfer within District, because that code does not make sense for a charter. To hide that code, we'll go to the Table Editor and pull up the "Enrollment Change Reason Code" table.



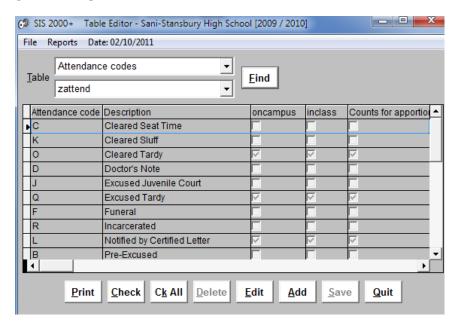
Scroll down to the "TD" code and press **Edit**. Place a checkmark in "Hide from user selection flag" and press **Save**.

Another example of hiding codes to reduce clerical error is with Health Treatment codes. If a nurse was only allowed to use certain codes, hiding the rest would prevent the nurse from using codes she shouldn't be using.





A last reason to use the Table Editor is to make sure that teachers can use certain codes. A good example of this is the Attendance Codes table.



Review the codes that the teachers need to have available and make sure there is no checkmark in "Hide from user selection flag".

How to Find Tables

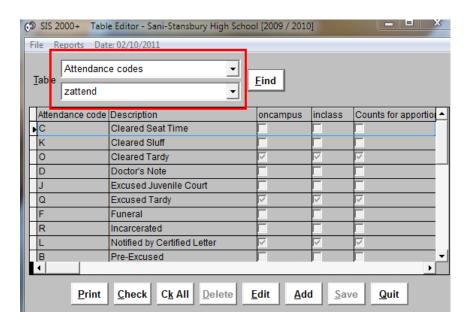
There are two ways to find tables in the Table Editor.

- 1. Using the drop-down boxes.
- 2. Using the **Find** button to do a search.

Using the Drop-down Boxes

There are two drop-down boxes in the Table Editor.





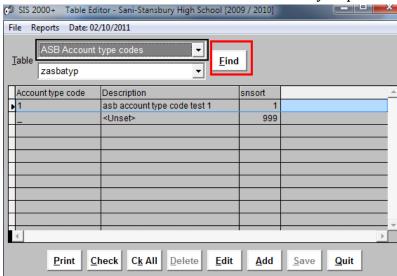
The top drop-down is the table description. This is its name in English.

The bottom drop-down is the actual table name as it appears in the database.

If you click on the drop-down box, you can scroll down until you find the table you want, or type in the first few letters of the table within the drop-down field and the drop-down will go to that table name in the list.

Using the Find Button to do a Search

Click on the **Find** button to be able to search by a specific name.



Type the first few letters or more of a table name.

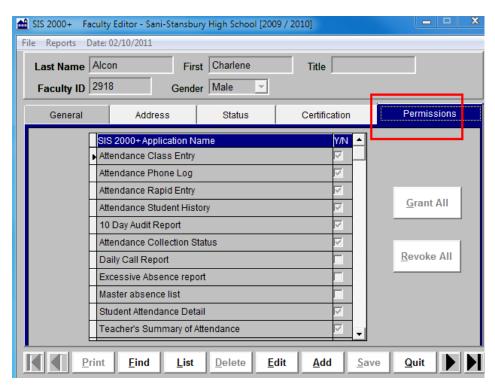




The system will automatically go to a matching name. When you see the table name you want, double-click on it to display the table.

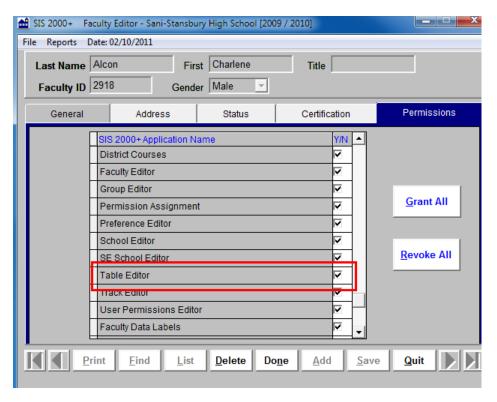
Access to the Table Editor

Access to the Table Editor is granted through permissions on the **Permissions** tab in the Faculty module.





Press **Edit**, scroll down until you see "Table Editor". Place a checkmark in the checkbox to the right of "Table Editor". Press **Save**. Only the system administrator has the ability to grant rights.



You now should understand how powerful the Table Editor can be and why access should be very carefully controlled.